

CURRICULAM VITAE

PERSONAL DETAILS

Name : Ajay Rawat
Father's Name : Sh Dinesh Chander Singh Rawat
Date of Birth : 14 October 1983
Nationality/Status : Indian/Married
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EDUCATIONAL QUALIFICATIONS

#	Graduate from Delhi University in Economics.
#	JAVA JSP programming from New Horizons Institute Bangalore.
#	Successfully completed Air Force Accounts Branch Conversion Course in 2009.
#	Pursuing MBA (Fin) from Pondicherry University.

JOB EXPERIENCE

Accounts Branch Experience

#	Joined IAF as Airman in Accounts Branch in 2001.
#	Handled Accounting in premier IAF bases throughout service career. Dealt with Pay accounting, Preparation of Payment Vouchers, TA/DA/LTC Claims, CEA, NE Accounting, Cash Account, Preparation and updation of Cash Book, Settlement of Audit Objections, Internal check of inventories, Cash requisition, PF of AF personnel of the station/unit.
#	Served in Min of Defence, (2010-2012) as PA to DACIDS (LTFS) . (Deputy Assistant Chief of Integrated Defence Staff)
#	Handled Cash Accounts of Air HQs, New Delhi with Cash Requisition of Rs.20 Crs per month (2012-2015) comprising of Pay & Allowances, TA/DA, LTC Claims/Advances, Fund, CEA, Tpt, Foreign Exchange accounting, Audit objections of AF personnel serving in Air HQ. Maintenance of Cash Book, Ledgers, accounting documents pertaining to Public Fund of Air HQs.
#	Currently posted in Air HQs, New Delhi, serving as PA to ACAS (Fin P) Assistant Chief of the Air Staff (Financial Planning) (2018 till Date).

#	Experience of 19 + years in <ul style="list-style-type: none">- Pay Accounting (Pay & Allowances).- Equipment Accounting.- Stores Accounting.- Public Fund Accounting.- Non Public Fund Accounting.- Foreign Exchange Accounting.- Statutory Audit.- Income Tax.- Maintenance of Cash Book and ledgers.- Capital & Revenue Budget of IAF.- Cost Analysis of IAF.
#	Well versed with accounting procedures followed by Govt of India and PSUs.
#	<i>NOC issued by Indian Air Force in Dec 2020 for discharge. Date of Release from Indian Air Force -31 Dec 2021.</i>

Administrative Experience

#	Personal Assistant Duties to Joint Secy Eqv Officers (2012-15) and (2018 till date)at MoD & Air HQs
#	Office Filing, Screening of Phone Calls, Meeting & Conference schedules, Prearrangement of short notice travels and High Level Meetings with sister services, DRDO, Min of Def, Foreign Vendors, Govt Depts & Bank Officials. Management of Contingency Fund.
#	Experience in arrangement of social and official congregations pertaining to organization.
#	Administered a team of 10 plus individuals in Min of Defence and Air HQs.
#	Experience of duties management of personal and official staff at Senior Air Officer's office and official residence.
#	Updation of daily database /itinerary, fixing appointments for and by the Senior Air Officer.
#	Detailing duties of the staff at the residence of at short notice.
#	Leave Management of subordinates and staff of the secretariat.
#	Liaison with various Govt departments for official requirements, if any.

ACHIEVEMENTS AND AWARDS

#	Awarded by 9 years Long Service Medal in 2009 .
#	Awarded Bengal & SSM Medal in 2016 .
#	Appreciation Card by Assistant Chief of the Air Staff (Financial Planning) for exemplary service on 08 Oct 2019 (Air Force Day).

INTEREST & HOBBIES

#	Qualified & Trained in NBC Protection (Nuclear, Biological & Chemical Warfare Protection)
#	An avid Shooter, sportsman & animal lover.
#	Loves Trekking, Hiking, Camping and outdoor activities.
#	A Naturalist by heart and soul.